

## Job details

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<b>Bulletin Number</b>	19350BR
<b>Type of Recruitment</b>	Transfer Opportunity
<b>Department</b>	Internal Services
<b>Position Title</b>	SECRETARY III
<b>Filing Type</b>	Open Continuous
<b>General Information</b>	The ISD Maintenance & Operation Division is seeking a highly qualified, self-motivated individual to fill the position of Secretary III in the Operations District 2 Section. The position is required to interact both verbally and in writing with the general public, employees, supervisors, managers, and staff from other County departments.
<b>Requirements</b>	Permanent Los Angeles County employees who currently hold the payroll title of Secretary III, or who are eligible for an administrative reassignment in accordance with Civil Service Rule 15, are invited to submit their resume, copies of their last three performance evaluations, last three years' time records and any additional information the candidate wishes to have taken into consideration. Individuals interested in the position should email or mail their information to:

Manuel Hernandez

Internal Services Department - FOS

Maintenance & Operations Division - District 2 Operations

13811 Del Sur Street

San Fernando, CA 91340

Mhernandez@isd.lacounty.gov

Phone: (818) 686-1047

All materials submitted will be evaluated. Only the most qualified employees based on the information submitted will be contacted for an interview. The interview will be used to determine the final selection.

### Certificate(s) Required

### Desirable Qualifications

- Excellent customer service skills.
- Strong verbal and written communications skills.
- Strong computer skills, including proficiency in both Word and

Excel.

- Detail oriented with the ability to produce an accurate and thorough work product.
- Strong organization skills to follow-up with others to ensure deadlines are met.
- Experience with timekeeping functions and usage of TIME I, the County's timekeeping data entry system.

**Duties**

Screens a high volume of office and telephone calls and furnishes requested information or takes messages for the District manager and personnel; refers callers to other appropriate departmental personnel who can best provide the caller with requested information and/or services.

Makes appointments and arrangements for conference and meetings for the Manager and crafts supervisors of the District.

Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.

Takes service calls from the client departments, issues Job Ticket tracking numbers, and contacts the appropriate crafts-person on emergency trouble call; prepares and prints Job Ticket Requests, and inputs and closes Job Tickets upon completion by crafts personnel.

Checks materials being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.

Acts as the Section's timekeeper, including entering time sheets, collecting and processing signed, completed timesheets and forwarding corrections to the ISD Payroll Office for processing; collects, files and tracks overtime request forms.

Orders and maintains supplies for the District, and monitors the use of supplies by personnel

**Vacancy Information**

This position is located at 13811 Del Sur Street, San Fernando, CA 91340. This position works from 8:00 a.m. - 5:00 p.m., and is on a 5/40 Monday – Friday work schedule.

**Contact Name** Manuel Hernandez

**Contact Phone** (818) 686-1047

**Contact Email** Mhernandez@isd.lacounty.gov

**Job Field** Secretarial

**Job Type** Administrative Support

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